

## NC E-Procurement Overview

The NC E-Procurement @ Your Service system is an online purchasing system that can be accessed by users in North Carolina Agencies, Community Colleges, Local Education Authorities (LEAs), and local governments.

This service is a user-friendly; internet based purchasing system that offers cost savings and an efficient purchasing process to government users. This system is designed to enable users to complete a variety of E-Procurement functions based on an organization's business and job functions. The system brings together buyers and suppliers via the internet in order to make the traditional procurement process more efficient. It also provides users with a faster purchasing process, more purchasing options and easy access to catalogs, contracts and reports.

### E-Procurement Lifecycle for **NCAS Agencies**:

1. In the beginning of the E-Procurement lifecycle, an eRequisition is created by the requestor and has a status of '**Composing**'.
2. Once the eRequisition is complete, it is '**Submitted**' for approval.
3. A designated approver(s) reviews the eRequisition. If approval is granted, the eRequisition is sent to NCAS to encumber the money. A purchase order is then generated in the NC E-Procurement Service and the status is changed to '**Ordered**'.  
**Note:** If the eRequisition is denied rather than approved, the status of the eRequisition changes to '**Returned**'.
4. The purchase order is electronically transmitted to the supplier(s) using their preferred ordering method chosen by the vendor in their Vendor Registration account.
5. At this point, the purchase order is ready to be received by the user in the NC E-Procurement Service. This begins the **Receiving** phase of the e-procurement cycle. Once all line items in the order have been verified and accepted, the order completes the e-procurement lifecycle with a status of '**Received**'.

### E-Procurement Lifecycle for **LEAs and Community Colleges**:

1. In the beginning of the E-Procurement lifecycle, an eRequisition is created by the requestor and has a status of '**Composing**'.
2. Once the eRequisition is complete, it is '**Submitted**' for approval.
3. A designated approver(s) reviews the eRequisition. If approval is granted, the eRequisition status changes to '**Approved**' and the eRequisition is sent to the backend financial system for further processing.  
**Note:** If the eRequisition is denied rather than approved, the status of the eRequisition changes to '**Returned**'.
4. The eRequisition/purchase order must be processed in the backend system. Once complete, the purchase order is automatically transmitted back into the NC E-Procurement Service. The purchase order is electronically transmitted to the supplier. The purchase order now has a status of '**Ordered**'.  
**Note:** The eRequisition and purchase order are **not linked** within the NC E-Procurement Service. Each transaction will exist separately from one another.

## 1.0 Logging into NC E-Procurement @ Your Service

NC E-Procurement @ Your Service is an internet base purchasing system and can be accessed by users anywhere there is Internet access.

The URL for the NC E-Procurement Service is <https://buyer.ncgov.com/Ariba>

System is running in Development mode. Do not use for Production activity.

User Name:

Password:

Go to:

Login

Select an alternate landing page when logging in by using the 'Go to:' dropdown box.

NC E-Procurement your service  
www.ncgov.com

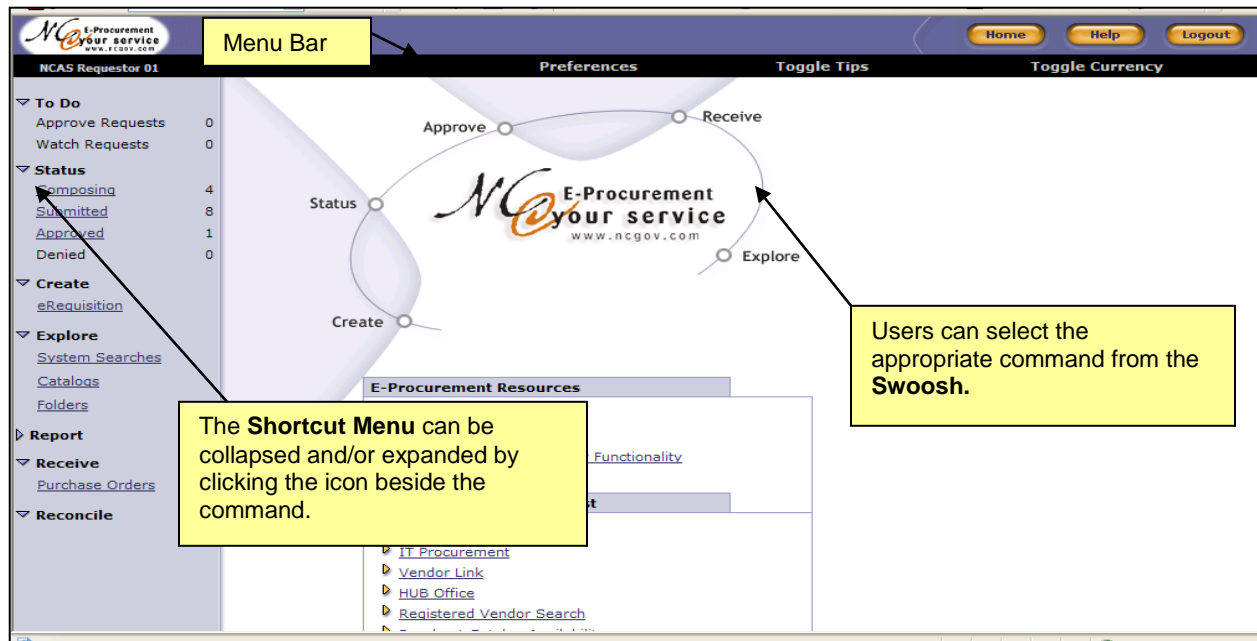
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1. Enter the user name and password assigned by the NC E-Procurement Service team and click **'Login.'**

**Note:** When logging into the NC E-Procurement Service, users will automatically be taken to the NC E-Procurement homepage. Alternatively, users can select a different page to be displayed using the 'Go to' dropdown box (e.g., Approval queue).

## 2.0 NC E-Procurement Home Page



The NC E-Procurement homepage allows users to select which E-Procurement task a user wishes to complete. The center of the page displays what is commonly referred to as the Swoosh. The Swoosh describes the basic E-Procurement cycle. It contains direct links for the user to access information at different phases of the cycle. The links are called commands. The following commands are displayed on the Swoosh: **Create**, **Status**, **Approve**, **Receive**, and **Explore**.

- **Create:** Allows users to create an eRequisition and eQuote.
- **Status:** Allows users to check the status of eRequisitions in progress.
- **Approve:** Allows users to review requests awaiting their approval.
- **Receive:** Allows users to acknowledge receipt of requested items (**NCAS Users only**).
- **Explore:** Allows users to locate and organize eRequisitions and purchase orders.

The **Menu Bar** is displayed above the Swoosh on the E-Procurement homepage. The Menu Bar is displayed on all screens in the system. It provides direct access to the Home page. It also allows user to logout of the system, access preferences and turn on/off toggle tips.

**Note:** Toggle tips describe the general purpose of the screen. The Toggle Tips can be noted by the "i" (information) icon and the gray shading.

Another key component of the Home Page is the **Shortcut Menu**. The Shortcut Menu is located on the left sidebar of the website. It provides links for easy access to information. The links on the Shortcut Menu work as shortcuts to the main tasks performed in the system. If users click on a shortcut, they will go directly to that screen. On the Home Page, the Shortcut Menu also displays the status of each request. For example, if the user needs to approve items, the Shortcut Menu indicates the number of items that need approval in that folder.

### 3.0 User Security

It is important that users are aware of the significance of security. The NC E-Procurement @ Your Service has safety mechanisms built into the system; however, it is important that users maintain the security of their own information. Keep the following points in mind:

- Do not give out password information. The username and password serve to identify users. Users are responsible for any action taken in the NC E-Procurement @ Your service on behalf of their user ID.
- Individual NC E-Procurement @ Your Service sessions terminate after 60 minutes of inactivity. Users will receive an inactivity warning message before the user is logged out of the system. This is for each user's protection. Users must choose to stay logged in or log back into the system if they are automatically logged out.
- The NC E-Procurement @ Your Service is a safe and secure internet site. It encrypts transactions while they are transmitted through the Internet so that there is no tampering with the data or account information.
- Using an automatic screen saver with a password lock helps to maintain the security of the workspace.
- Reports and other printed materials are confidential to individual organizations. Be sure to maintain the security of any printed documents generated on the NC E-Procurement @ Your Service.
- Logout of the system when finished working.
- The system will remind users to change their password used to login to the NC E-Procurement @ Your Service every 90 days.
- Passwords must be a combination of letters and numbers (must include at least 1 number).
- Passwords may contain special characters, such as symbols (optional). *Please note: the following characters cannot be used: !, %, ^, &, \*, ?*
- Passwords must contain no spaces.